Instructor Information

Instructor: Dora Bradley  
Office: A Building, Room 136  
Mailbox: A Building Room 141  
Hours: Before or After class time: 9:25-12:05  
Phone & Text: 501-413-1226  
Email: dbradley@uaptc.edu

Chair: Michael Loya  501-812-2776  mloya@uaptc.edu  
Dean: Christy Oberste  501-812-2785  coberste@uaptc.edu

*All emails and telephone calls will receive a response within two business days.

Course Information

Our class is online and will run from January 9 through May 10. Class consists of discussion and activities related to cultural topics. The best way to contact me is to text me (501-413-1226). Please on the first text send your name and course number so I can best answer questions. Longer posts and assignments can be sent through Blackboard “Course Messages.”

Catalog Description

This course is designed to establish an understanding of the earth’s physical features and the significance of those features upon humankind. In it we will examine the nature and character of various components of physical environment, including weather elements, climate, landforms, soil and natural vegetation. 3 credit hours; Prerequisites: English 1311

Course Materials


Mission Statement

University of Arkansas – Pulaski Technical College provides access to high-quality education that promotes student learning and enables individuals to develop to their fullest potential.

Institutional Learning Outcomes and General Education

UA-PTC supports a college-wide institutional learning assessment program which concerns effective instructional methods and promotes student learning achievement by assessing:
1. Communication
2. Critical Thinking
3. Cultural Awareness
4. Information Literacy
5. Professionalism
6. Quantitative Literacy
7. Technology Literacy

For more information, please consult the following website: https://uaptc.edu/sla

Department / Program Learning Outcomes

The Social Sciences Department, consistent with the College’s mission and the Division’s objectives, encourages the success of its students in all technical fields and academic disciplines by promoting:

- PLO #1 Students will examine a given historical event, issue, or individual to identify and discuss impacts of intellectual, political, religious, social, or cultural factors.
- PLO #2 Students will compare and contrast two civilizations, individuals, social or political movements, ideas, time periods, religions, governments, economic systems or ideologies.

Student Learning / Course Outcomes

ACTS

Physical Geography is the topical assessment of the spatial diversity of the natural environment, including landforms, weather and climate, soils, vegetation, and water, along with their significance in terms of human occupation of the earth.

A. Generally students will:
   - develop skills in acquiring, communicating, and applying knowledge of physical geography
   - become familiar with basic geological and meteorological concepts and how they impact and interact with human activity.

B. Necessary Study Skills
   1. Note-taking from reading and lectures.
   2. Reading to acquire knowledge and critical thinking.
   3. Chronology: organizing information by time and analytical thinking
   4. Understanding thematic approaches to Social Sciences
   5. Writing for Social Sciences to communicate understanding
   6. Understanding the historical approaches in geography.

See http://acts.adhe.edu/studenttransfer.aspx]
Policies Report a Complaint or Concern

UA-PTC takes very seriously complaints and concerns regarding the institution. Most complaints or concerns of a specific nature should be initiated and resolved at the campus level through normal college processes whenever possible. UA - Pulaski Technical College receives and resolves complaints using a variety of methods. To report a complaint or concern, please follow the link below.

https://www.uaptc.edu/report-a-concern-complaint

UA-PTC Attendance Policy

For in class courses:
Education at UA-PTC requires students’ active involvement in the learning process. Thus, students are expected to attend all classes and actively engage in all learning assignments and/or opportunities provided in their classes. Class attendance should be treated as mandatory by all students as attendance will be taken by all instructors during the first two weeks of class. Additionally, a written policy on student attendance that is tied to course objectives and included in a course syllabus will be provided for each course by instructors. Students are expected to organize their time to be able to complete all activities, quizzes, and exams which have adequate time allotted, that there should be no difficulty.

Mrs. Bradley insists on a doctor’s note to excuse one’s personal absence, especially for an absence during an exam. She asks that students contact her by text (501-413-1226) when they must be out for extended periods. Email is also acceptable, but text is preferred. If a student is absent for two consecutive weeks, their success in class may be affected; discuss this with Mrs. Bradley. Do understand that 30 minutes prior to my morning classes, I will not be able to receive calls, so text or email would be preferable during that time. (I have classes at 10 am, 11am. When sending text for the first time, please include your name so that I can identify who is texting and be able to communicate knowledgeably with you).

To make up a major test or exam, online students must come take the test on campus and will need to make an appointment.

Departmental Attendance Policy

Agencies granting financial assistance may be notified of the violation of the attendance policy by students receiving financial aid. Attendance and participation are both required for this class and are tracked using log-in/sign-in records, assignments, and tests and may be included in grading. The sign-in sheet is the official attendance record.

Students may be administratively dropped by the instructor if they have had four absences from the class. In the night class this may be two-night absences. Any student who does not attend class within the first two weeks of class will be considered a “no show” and will be reported as
such and dropped from class. The same two week period will also be considered as a “no show” in online classes.

**Course Policies**

The UA-PTC Catalog rules and regulations will be enforced in this course at all times. Please consult the following website for more information: [https://www.uaptc.edu/catalog](https://www.uaptc.edu/catalog)

Professional courteous behavior is required. Punctual attendance and intellectual participation are expected. Particulars as determined by the instructor are detailed in the paragraph below.

Appropriate behavior is expected for all communications, including classroom conferences, any notes, email messages, or telephone conversations. Some guidelines for communication are included in this syllabus to help you. Grades will not be discussed during class, any personal information should be discussed during a conference as needed.

The instructor will respectfully communicate with students in class, in conference, in text and email in order to provide for the needs of the student. Reciprocally, students are expected to also communicate using text, email, phone, and conferencing, within a reasonable time period (one to two days).

**Grading Policy**

Letter grades will be based on the following scale:

- 90 to 100%  
  A
- 80 to 89%  
  B
- 70 to 79%  
  C
- 60 to 69%  
  D
- 0 to 59%  
  F

Grades are calculated on the accumulation of points, including all homework, quizzes, and tests. Points will be assigned to homework and discussed in class. There are 19 quizzes posted on Blackboard, available for at least three days from the date of their being posted. After that time they will be closed. Quizzes may be given in class without announcement. These are not made up if the student is absent. Quizzes are worth 10 points unless otherwise announced. There are four major tests, each of which are worth 200 points. Midterm grades are calculated from the scores accumulated through the eighth week of class. The comprehensive Final Exam is given during Exam Week as noted on the syllabus calendar. There will be approximately 700-800 points total.

The syllabus and schedule may be altered by the instructor at any time. Grading may be changed as announced. Check with Blackboard for changes and updates. Blackboard is found at [http://www.uaptc.edu](http://www.uaptc.edu).
Click on *MyPTC Portal* tab; sign in with your email address and password; click on the Blackboard button; choose Content Collections and then the chapter module to find the quizzes and other information.

* Instructors have one week to provide feedback and post grades for all assignments unless otherwise noted by a departmental policy that has been approved by the Dean of the School.

In an online class, eligibility for Financial Aid is based on student participation. Logging into the course does not constitute participation. For purposes of roster certification, students must complete a gradable attendance artifact.

**VI. CLASSROOM POLICIES**

**ASSIGNMENTS and TESTING POLICY:**
1. Assignments are the student’s responsibility.
2. Classroom assignments--issued and completed during class time--may not be made up.
3. All assignments are due the following class date or on a stated due date, no exceptions
4. No emailed work will be accepted, unless discussed previously, or as stated as part of the assignment. Assignments are to be posted to Blackboard. If the module doesn’t accept an assignment, you may submit through Course Messages.
5. Class notes (chapter outlines) are available along with the PowerPoint for each chapter module.
6. Student’s are responsible for taking quizzes on Blackboard. Computer access is available at various locations on campus if needed. Use time wisely, as there are periods of time when the server is down and Blackboard is unavailable. You need to text Mrs. Bradley at the time this happens.
7. Doctor’s notes are required for make-up exams for excused absences, as determined on a case-by-case basis by appointment. Exams should be made up within the next week’s session, so student’s must call and make appointments. Students will receive a zero for exams which are not made-up.
8. Only one exam will be taken per student.
9. The Pulaski Technical College Student Handbook rules and regulations will be followed in this class.
10. Courteous classroom behavior is expected at all times. Be considerate and respectful of the class. Behavior problems will be referred to the Dean of Social Sciences; students who misbehave can be dismissed from the class and considered absent.
11. Use of college email and computer usage should follow college policies.
12. Cheating or plagiarism will not be tolerated, and will result in an F on the assignment. A student could be put out of the course for cheating or plagiarism.
13. Students may be asked to leave the class for not following class policies and or causing excessive disruption or distraction in class.
NON-ATTENDANCE POLICY:
1. Attendance is taken in class. Students sign a roster when they enter the class. The roster is taken up after the first five minutes of class. Students who attend class and are enrolled are officially counted for ADHE purposes. Many students, for a number of reasons, quit attending. Administrative Drops will be done only after the second or third week of semester. Agencies granting financial assistance may be notified of the violation of the attendance policy by students receiving financial aid. *IF ACCEPTANCE OF WORK BY THE DIVISION OFFICE RESULTS IN MISSING ASSIGNMENTS, IT IS THE STUDENTS RESPONSIBILITY TO CONTACT AND MAKE ARRANGEMENTS WITH THE INSTRUCTOR.*

2. Online classes require students to be active. Two weeks without response (activity in quizzes, assignments, discussions) may constitute a reason to drop a student from class.

**Academic Integrity**

It is expected that all students who attend UA-PTC conduct themselves in a manner appropriate for the college experience. Academic integrity is a vital component of collegiate behavior. The UA-PTC catalog states, "The gaining of knowledge and the practice of honesty go hand-in-hand."

The catalog also states, "The responsibility and authority of initiating discipline arising from violations of the rules against dishonesty during the process of the course are vested in the instructor of that course."

The complete Academic Integrity Policy is in the UA-PTC code of conduct.

**Accommodation Policy**

Services for Students with Disabilities: UA-PTC is committed to fulfilling all federal requirements as stated in the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the American with Disabilities Amendments Act (ADAAA) of 2008. Accommodations are available to students who have documented disabilities. Students who request accommodations must register with the Disability Services Office (Main Campus: 501-812-2738 or South Campus: 501812-2862) and must provide current and relevant documentation.

Students requesting accommodations should inform the instructor at the beginning of the course or as soon as accommodations are approved. It is the student's responsibility to provide their Accommodation Letter to the instructor. Accommodations are not retroactive and will only be provided once your instructor receives the Accommodation Letter.

**Student Code of Conduct**
All students are expected to abide by the UA-PTC Student Code of Conduct. For the full Student Code of Conduct, access the most current version of the UA-PTC Academic Catalog. [Link](http://uaptc.azurewebsites.net/docs/default-source/course-catalog/2017-18-academiccatalog.pdf?sfvrsn=a08a3038_2)

**Sexual Misconduct**

No person at Pulaski Technical College will, on the basis of gender, be excluded from participation in, be denied benefits of, or be subjected to sex discrimination, sexual harassment or sexual misconduct under any education program or activity. All college administrative policies and procedures regarding sex discrimination, sexual harassment, and sexual misconduct are in compliance with Title IX. Students who feel they are victims of sexual misconduct should contact the UA-PTC Title IX Deputy Coordinator for Students:

Michelle Anderson, Director of Student Life and Leadership  
Campus Center Building Room 216  
501-812-2756  
manderson@uaptc.edu

**Course Evaluations**

Students may be asked to evaluate their instructor and course near the end of the semester. These student evaluations are very important to the improvement in the quality of instruction and course materials. All results are anonymous and shared with the faculty only after the semester is over and grades have been posted.

**Information Literacy**

UA-PTC is committed to the Information Literacy Competency Standards for Higher Education as established by the Association of College and Research Libraries and endorsed by the National Forum on Information Literacy. Therefore, all courses will incorporate an information literacy component so that, by graduation, all students will be able to recognize the need for information, then locate, evaluate, synthesize, and communicate information in an ethical manner. Information literacy encompasses critical thinking, research, media, technology, health, business, and visual literacy skills to produce lifelong learners who can make informed decisions in the workplace and in their personal lives.

**Final Exam Schedule: To be announced. Exams are from December 6-10.**

Disclaimer: This schedule is a guide for the semester. The instructor reserves the right to amend the schedule as necessary.
## Tentative Course Schedule

### Spring Schedule/Course Content

<table>
<thead>
<tr>
<th>Week</th>
<th>Assignment/Activity</th>
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| **Assignment/Activity** | 1. Read chapters as scheduled, take notes  
2. Complete quizzes (due by the dates, 11:59 PM)  
3. Complete activities announced in class |
| **Dates** | **Intro to class;** Ch. 1 Introduction to Earth, Quiz due Jan 20th |
| 1—Jan 9-20 | |
| 2—Jan 16-27 | Ch. 2 Maps—Portraying the Earth, Quiz due Jan 27th |
| 3—Jan 28-Feb 3 | Ch. 3 Intro to Atmosphere, Quiz due Feb 3 |
| 4—Feb 4-6 | Ch. 4 Atmospheric Insolation and Temperatures; Test 1 Feb 6 |
| 5—Feb 11-17 | Ch. 5 Atmospheric Pressure and Wind, Quiz due Feb 17 |
| 6—Feb 18-24 | Ch 6 Moisture, Quiz Feb due 24 |
| 7—Feb 25-27 | Ch. 7 Atmospheric Disturbances; Quiz due Mar 3 |
| 8—Mar 4-10 | Ch. 8 Climate and Climate Change, Quiz due Mar 10  
*Possible activity; MIDTERM/Test 2 Mar 13 Wednesday |
| 9—Mar 10-13 | Ch 9 Hydrosphere; Quiz due Mar 10-17;  
Spring Break |
| 10—Mar 25-27 | Ch 10 Biosphere; Quiz due Mar 31  
Mar 27-Apr 1 | Ch. 11 Terrestrial Flora & Fauna (*Activity), Quiz due by Ap 2 |
| 11—Apr 3-7 | Ch. 12 Soils; Quiz due Ap 7; Begin Ch 13 |
| 12—Apr 8-10 | Ch. 13 Landforms, Quiz due Ap 9; Test 3 Ap 10; Begin Ch 14 |
| 13—Apr 10-Apr 15 | Ch. 14 Internal Processes; Quiz due Ap 14  
Ap 17-21 | Ch. 17 Karsts, Quiz due Ap 21 |
| 14—Apr 22 | Ch 15 Erosion, Quiz due Ap 28  
14—Apr 24 | Ch. 16 Fluvial Processes, Quiz due Ap 28 |
| 15—Apr 29-May 5 | Ch. 18 Arid Lands, Quiz due May 5  
Ch. 19 Glacial Modification, Quiz due May 5 |
| 10—Mar 25-27 | Ch 10 Biosphere; Quiz due Mar 31  
Exams-May 6-10 | Week of May 6 (TBA) |
| | | |
Course Agreement Form

Read, complete, and return to instructor during class:

I have read the course syllabus for Dora Bradley’s Physical Geography class at Pulaski Technical College, and I understand its content. I also understand the rules for the class, and I will follow and abide by these rules, including those relating to attendance, assignments, grading criteria, plagiarism, and behavior.

Spring 2019

Semester

Date

Print name

Signature

UA--PTC Email address

Telephone

Textable number (if not above)

Alternate Email: ______________________

Date: ________________________________

*Text is my preferred form of communication. I usually use it to contact students to send them important information. (i.e.: lost articles left in class to assignments). Please supply a number that I can send texts.

I will be sending you a Remind link for group assignments. You may sign up on your own or I can input your information for you. This will be to remind you of tests.